

MICROSOURCE™

BOOKKEEPER™

THE OFFICE ACCOUNTANT™

A client write-up system for the accounting firm



BOOKKEEPER Th an

- In-house computerized client accounting software for the low-cost microcomputer
- Financial statements tailored to individual clients
- Easy transition from manual write-ups
- Minimal employee training and expense
- Compact and convenient client data storage
- Computer operator data entry via self-prompting English language instructions
- No long service bureau turnaround time
- Designed by and for accountants

BOOKKEEPER IS POWERFUL

Bookkeeper is a powerful tool that increases your capability and capacity to generate financial statements for your clients.

Bookkeeper was designed by a CPA to allow the accounting firm to perform automated financial statement write-up functions with a minimum of employee training and expense. It permits tailored financial statements and eliminates the delays and inconvenience caused by the use of outside service bureaus.

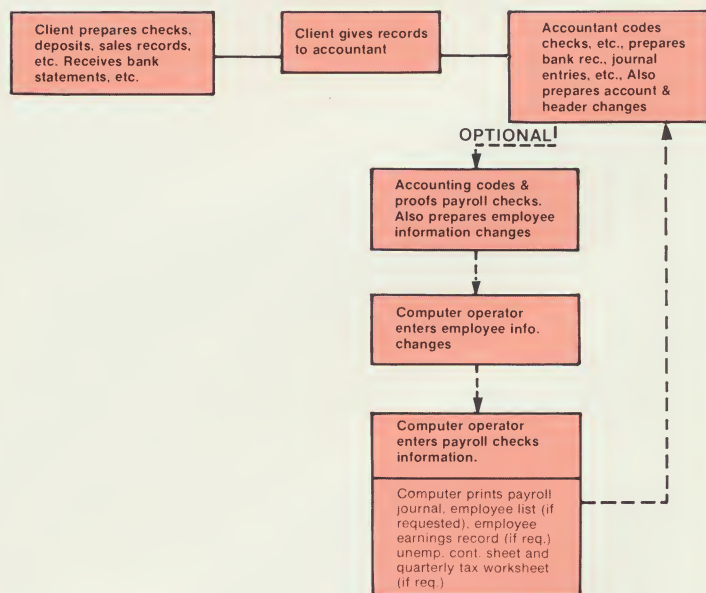


BOOKKEEPER IS VERSATILE

The following reports and statements are produced:

Chart of Accounts Listing
Journal Listings
General Ledger
Financial Statement Header Listing
Balance Sheet
Statement of Income
Combined Balance Sheet and Combined Statement of Income
Letter of Transmittal and Notes to Financial Statements
Payroll Journal with Payroll Tax Summary
Employee Earnings Record Report
Quarterly Payroll Tax Reports Worksheet
Employee List
State Unemployment Insurance Report Continuation Sheet
W-2 Forms

PROCEDURAL BLOCK DIAGRAM



The solution to manual accounting procedures and service bureau headaches

BOOKKEEPER IS FLEXIBLE

Reports are tailored to the clients' needs: with choice of spacing, underscoring, indentation, header descriptions, and 9 total levels for statement formatting.

In addition, date, percentages and qualifying messages may be added to the Financial Statements. Typically, each client's data will fit on one minifloppy magnetic diskette, but for clients with more than 2000 transactions per month, multiple runs of the General Ledger program makes the maximum number of transactions virtually unlimited. If necessary, financial statements are provided for each department and the combined department amounts. Sub-accounts are allowed in the General Ledger.

BOOKKEEPER IS A TIME SAVER

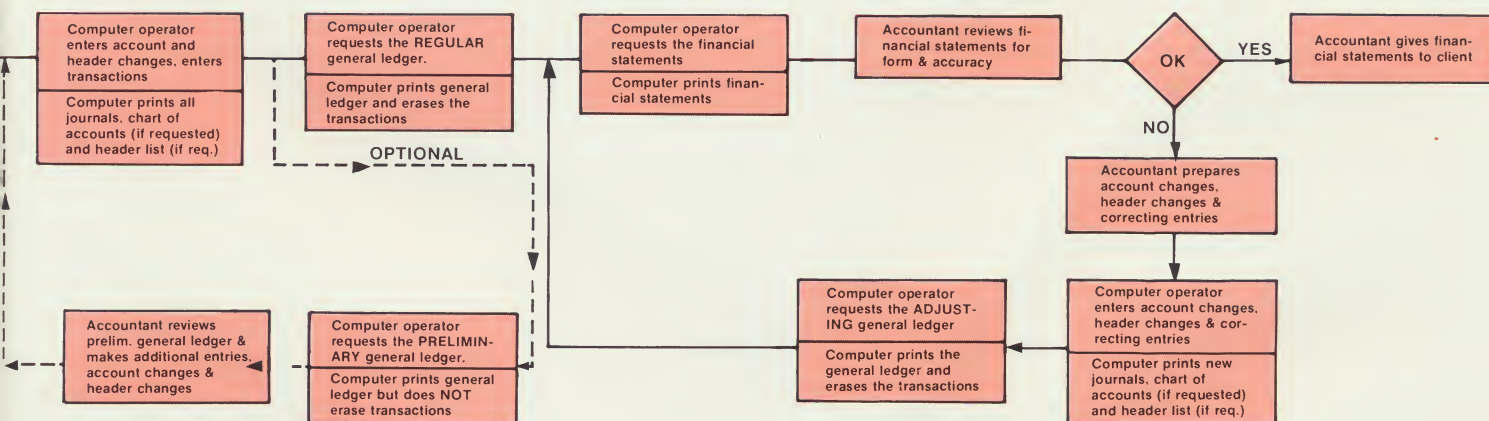
The system is designed for easy transition from either a manual write-up system or service bureau. Changeover to the

computer should be possible even during peak load periods.

Knowledge of computer programming is not required. Your secretary is instructed each step of the way by simple English commands that appear on the video screen. Since a 10-key numeric pad is provided, transactions data can be entered at maximum speed. Employee training and other start-up costs are minimized through the use of advanced programming techniques, operator prompting and extensive documentation. With the operations manual, your present staff should be able to produce the desired reports almost immediately.

BOOKKEEPER IS ECONOMICAL

Typical turnaround time for producing financial statements for a client with 200-300 transactions to process is under two hours! The system pays for itself in one or two years because it greatly increases productivity and client service.





Another timely solution from **MicroSource**

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Computer System Configuration

Bookkeeper consists of a complete turn-key general purpose microcomputer system programmed for accounting, and includes:

- North Star Horizon mainframe and fast Z-80 processor
- Single or double-density versions are available
- Dual drive minifloppy disk system
- 32K RAM memory
- Text-editing video display terminal
- High-speed dot matrix printer
- All cabling, connectors and interfacing
- Disk Operating System and Bookkeeper accounting system software on diskette (written in BASIC Language)
- System expansion capability
- Other MicroSource applications software available: AutoScribe - The Paperwork Manager™, LedgerPlus - The Company Bookkeeper™, MoneyBelt - The Money Manager™, and TimeKeeper - The Time Accountant™.

MicroSource

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